

COMOMAGINST 1520.1E

N1

15 September 1999

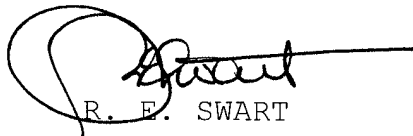
COMOMAG INSTRUCTION 1520.1E

Subj: STAFF INDOCTRINATION BRIEF FOR COMMANDING OFFICER'S, OFFICER-IN-CHARGE AND EXECUTIVE OFFICER'S (CO/OIC/XO)

Ref: (a) COMINWARCOMINST 5450.2G

Encl: (1) Agenda/Topic Outline

1. Purpose. To promulgate a Staff Indoctrination Brief for prospective CO's, OIC's, and XO's within the Mobile Mine Assembly Group (MOMAG) community, and to fulfill the requirements of reference (a).
2. Cancellation. COMOMAGINST 1520.1D.
3. Discussion. The goal of the Staff Indoctrination Brief is to reemphasize and reinforce mine warfare topics and to introduce new materials to the prospective CO/OIC/XO. If the information disseminated through this brief is familiar to the individual, it will serve as a refresher. The brief will ensure that the prospective CO/OIC/XO is cognizant of the latest information available.
4. Action. COMOMAG will schedule the brief for all prospective CO/OIC/XO either enroute to their command or as soon after arrival as possible. Enclosure (1) will be used as a topic outline for subject brief. The proposed schedule will be adjusted to the mutual satisfaction of all commands involved. However, brief content will be covered with as little modification as possible. The agenda/topic are not all inclusive and other appropriate topics may be added to enhance the effectiveness of the brief.



R. E. SWART

Distribution: (COMOMAGINST 5216.1R)
List I, List II (case A)

AGENDA/TOPIC OUTLINE FOR CO/OIC/XO

DAY ONE

0800-0830 IN-CALL: COMMANDING OFFICER, MOBILE MINE ASSEMBLY
GROUP - 1/2 HOUR

0830-0900 COMOMAG INTRODUCTION - 1/2 HOUR
1. OPERATIONS OFFICER

A. WELCOME AND COURSE CONTENT BRIEF

0900-0915 BREAK

0915-1130 ADMINISTRATION - 2 HOURS
1. ADMINISTRATIVE OFFICER/ADMINISTRATIVE ASSISTANT

- A. INTRODUCTION TO FUNCTIONS OF ADMIN
- B. CORRESPONDENCE AND MAIL PROCEDURES
- C. LEGAL MATTERS/APPEAL PROCEDURES
- D. PERSONNEL ASSIGNMENTS
- E. LEAVE/EMERGENCY LEAVE PROCEDURES
- F. INFORMATION PERSONNEL SECURITY PROGRAM
- G. SECURITY MANAGER ISSUES
- H. DISCUSS EDVR AND MANPOWER

1130-1300 LUNCH

1300-1330 COMMAND MASTER CHIEF - 1 HOUR
1. COMMAND MASTER CHIEF

- A. DISCUSS MONTHLY MILPERS REPORTS
- B. DISCUSS RETENTION REPORTS
- C. PERSONNEL DETAILING PROCEDURE

COMOMAGINST 1520.1E
15 September 1999

1330-1430 RESERVE AFFAIRS - 1 HOUR
1. RESERVE AFFAIRS OFFICER

- A. INTRODUCTION AND NR MOMAG MISSION
- B. RESERVE STRUCTURE
- C. TOTAL AUTHORIZED BILLETS
- D. NUMBER OF RESERVE BILLETS
- E. UNIT ALLOWANCES
- F. EXPLAIN RUADS
- G. SUBSTITUTION CRITERIA
- H. RESERVE UNIT MOBILIZATION
- I. RESERVE UNIT ACDUTRA
- J. RESERVE UNIT SORTS FEEDER REPORTS
- K. RESERVE TRAINING SITES
- L. TRAINING CYCLES
- M. CENTRAL DRILL SITE CONCEPT
- N. PHYSICAL SECURITY

1430-1530 AIS/COMMUNICATIONS OFFICER - 1 HOUR
1. AIS OFFICER

- A. ADP SECURITY
 - 1. WORK STATIONS
 - A. SOFTWARE
 - B. HARDWARE
 - C. MAINTENANCE
 - 2. CLASSIFICATION
 - A. WORK STATIONS
 - B. NETWORK
 - C. PERSONNEL ACCESS
 - 3. TRAINING
 - 4. INVENTORIES
 - 5. COMOMAGINST 5230

B. NETWORK ADMINISTRATION

1. TRAINING

C. INTERNET ACCESS

D. DEFENSE MESSAGE SYSTEM (DMS)

1. FEATURES AND DESCRIPTION

2. IMPLEMENTATION

3. SOFTWARE/HARDWARE REQUIREMENTS

4. TRAINING

E. ACCREDITATION

DAY TWO

0800-0900 OPERATIONS - 1 HOUR

1. OPERATIONS OFFICERS

A. GENERAL OVERVIEW

1. AREA SUPPORT BY/TO OTHER SITES

2. CNO/FLTCINC/CMWC INTERFACE

3. CMWC/COMOMAG/MOMAG RELATIONSHIP

4. AREA OPERATIONAL OVERVIEW/INTEL BRIEF

5. NEW MINE OVERVIEW

B. MINE STOCKPILE

C. IN-SERVICE REVIEW

D. NON-NUCLEAR ORDNANCE REQUIREMENTS

E. IN-WATER RELIABILITY PROGRAM

F. MINE PROGRAM BUDGET

G. QUALITY ASSURANCE AND SAFETY PROGRAMS

H. DEFICIENCIES DURING MRCI, ADMAT, ETC.

I. SPECIAL PROJECTS/ITEMS OF INTEREST

0900-0915 BREAK

COMOMAGINST 1520.1E
15 September 1999

0915-1145 OPERATIONS - 2.5 HOURS

1. SERVICE MINE READINESS OFFICER
 - A. AFLOAT FLEET ISSUED UNIT LOAD
 - B. ASSEMBLY CAPABILITY REPORTING
 - C. ATR/CAIMS REPORTING AUR REPORTING
 - D. AUTOMATED INVENTORY (SCAAIRS, FOSAMS, EIC) PROGRAM
 - E. BATTERY INVENTORY
 - F. DISPOSITION INSTRUCTIONS
 - G. EXPLOSIVE SAFETY/SAFETY PROGRAMS
 - H. FACILITIES PROBLEMS/IMPROVEMENTS
 - I. MBOM/COSBAL
 - J. MHE/CESE/AWSE PROBLEMS AND SUPPORT
 - K. MILCON PROJECTS
 - L. MINE PROCUREMENT
 - M. MINE MK 67 STATUS
 - N. MRCI. ADMAT, TAV, ESI, ETC.
 - O. NAVICP/NOC INTERFACE
 - P. QA PROGRAM
 - Q. READINESS REPORTS FOR CINC'S
 - R. ROC AND POE
 - S. SERVICE MINE DISTRIBUTION

1145-1245 LUNCH

1245-1345 SERVICE MINE READINESS OFFICER (CONT) 1 HOUR

- T. SITE STOCKPILE/CONFIGURATION
- U. SORTS REPORTING
- V. SPECIAL PROJECTS/ITEMS OF INTEREST
- W. WORLD STOCKPILE READINESS
- X. WORK FLOW PLANS/PROCEDURES

1345-1400 BREAK

1400-1600 OPERATIONS (CONT) - 2 HOURS

1. ET MINES OFFICER

- A. DISTRIBUTION OF EXERCISE MINES AND SUPPORTING MATERIAL
- B. ET REQUESTS/POST ANALYSIS REPORT/ANNUAL INVENTORY REPORT
- C. ET STOCKPILE LEVELS
- D. MINE EXERCISE AND TRAINING PROGRAM
- E. NON-COMBAT EXPENDITURE ALLOWANCES
- F. PRIORITIES FOR PROCUREMENT OF ET MATL
- G. QUARTERLY ASSET USAGE REPORT/ANNUAL INVENTORY REPORT
- H. SPECIAL PROJECTS/ITEMS OF INTEREST

DAY THREE

0800-0900 COMMANDING OFFICER, MOBILE MINE ASSEMBLY GROUP - 1 HOUR
1. COMMANDING OFFICER

- A. HEADQUARTERS GUIDANCE
- B. GENERAL DISCUSSIONS
 - 1. PERSONNEL
 - 2. PRIDE AND PROFESSIONALISM
 - 3. DRUG/ALCOHOL ABUSE
 - 4. OTHER TOPICS

0900-0915 BREAK

0915-1115 LOGISTICS - 1.5 HOURS
1. COMOMAG SUPPLY OFFICER

- A. INTRODUCTION AND MISSION
- B. COMOMAG/MOMAGINST 4000.1
- C. BUDGETING AND FUNDING PROCEDURES
- D. TAD MATTERS/TRAVEL CLAIMS
- E. FUNDS AVAILABLE - REVIEW CURRENT FY SUBMISSION
 - 1. TYPE, USE AND ALLOCATION
 - 2. OPEN PURCHASE
 - 3. MOV
- F. SERVICES PROVIDED BY COMOMAG SUPPLY

COMOMAGINST 1520.1E
15 September 1999

G. REVIEW OF ISSA

1130-1300 LUNCH

1300-1430 PLANS/REQUIREMENTS - 1.5 HOURS

1. PLANS/REQUIREMENTS OFFICER

- A. MINEFIELD PLANNING
- B. CONPLAN/OPPLANS
- C. CNO/FLTCINC/CMWC INTERFACE
- D. AREA OPERATIONAL OVERVIEW/INTEL BRIEF
- E. NEW MINE OVERVIEW
- F. NON-NUCLEAR ORDNANCE REQUIREMENTS
- G. IN-WATER RELIABILITY PROGRAM
- H. MINE PROGRAM BUDGET

1430-1530 OUT BRIEF - 1 HOUR

1. EXECUTIVE OFFICER

- A. DETAILING AND ASSIGNMENT
- B. FITNESS REPORTS
- C. ATTENTION TO DETAILS
- D. GENERAL DISCUSSIONS
- E. COMMAND RELATIONSHIP
- F. CNO SPECIAL INTEREST ITEMS

1530 CHECK OUT